

FOUR RIVERS CLINICAL RESEARCH

NOTICE OF PRIVACY PRACTICES Effective 11/24/2020

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY!

If you have questions, please contact our office.

The United States government has issued a privacy rule to protect the privacy rights of patients. This rule was issued under a law called the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The Privacy Rule is designed to protect the confidentiality of your personal health information. The document you are reading, called a "Notice," describes your rights and explains how your health information will be used and disclosed (shared).

Any information you provide on your prescreening information form will be kept strictly confidential and will not be shared with anyone outside of our office unless you sign a medical records release form. A copy of your paperwork will be maintained within our secure clinical research database.

If you later decide to take part in a specific clinical trial, you will be asked to sign an Informed Consent document before any procedures are conducted. The consent form will contain a specific HIPAA authorization form and details about ways your information will be collected, stored, and shared throughout your study participation.

This information may include: your name, address, telephone number, medical history, physical exams, laboratory test results, study procedure details/results, or other facts that could identify the health information as yours. Some of these tests may have been done as part of your regular care. The study doctor will use this information about you to complete this research.

You have the right to see and get a copy of your records for as long as the study doctor has this information. However, by signing this Acknowledgement you agree that you might not be able to review or receive some of your records related to a specific study until after the study has been completed.

Complaints

- If you are concerned that your privacy rights may have been violated, or you disagree with a decision we made about access to your records, please contact our office or the study doctor.
- You may send a written complaint to the U.S. Department of Health and Human Services Office of Civil Rights.
- Under no circumstance will you be penalized or retaliated against for filing a complaint.